Improper or Illegal Interview Questions

Improper interview questions are those that do not pertain to the nature of the job or to the applicant’s ability to perform that job, or those which are not asked of every candidate. They are illegal only if the information is used to make a hiring decision. Due to Affirmative Action and Equal Employment Opportunity legislation, most recruiters now know what they can and cannot ask candidates. However, if you are confronted with a question you think unreasonable, it is best to deal with the underlying issue (i.e., why it was asked) rather than become defensive or hostile. Now is the time to use your analytical skills to think logically in a stressful situation!

Always report to the recruiting coordinator or a counselor in the Career Planning and Placement Center any behavior or line of questioning you believe to be improper by an on-campus recruiter. As an Affirmative Action/Equal Employment Opportunity Employer, Kaskaskia College expects all employers recruiting on campus to comply with the same principles.

For more direction, study the charts that follow, which illustrate the ways employers should and should not inquire about "sensitive" areas.
Improper Questions
Legal Inquiries

Employers want to know about your:
| National Origin               | Are you a U.S. citizen?  
|                              | Where were your parents born?  
|                              | What is your native tongue?  
|                              | Where were you born?  
| Age                          | How old are you?  
|                              | What is your date of birth?  
| Marital and Family Status    | What is your marital status?  
|                              | How many children do you have?  
|                              | What childcare arrangements have you made?  
|                              | With whom do you live?  
|                              | Do you plan to have a family?  
| Organizations                | To what clubs or social organizations do you belong?  
| Disabilities                 | Do you have any disabilities?  
|                              | Please complete the following medical history.  
|                              | Have you had any recent or past illnesses or operations?  
|                              | What was the date of your last physical exam?  
|                              | How is your family's health?  
|                              | General inquiries that would elicit  
|                              | Are you legally entitled to work full-time in the U.S.?  
|                              | What languages do you read, speak, or write fluently?  
|                              | (if related to the job)  
|                              | Are you over the age of 18?  
|                              | (or whatever age is required to work in the position for which you are interviewing)  
|                              | Travel is an important part of this job.  
|                              | Would you be able and willing to travel as needed by the job?  
|                              | Would you be willing to relocate if necessary?  
|                              | Would you be able and willing to work overtime as necessary?  
|                              | (Appropriate if asked of all applicants)  
|                              | Do you belong to any professional or trade groups or other organizations that you consider relevant to your ability to perform this job?  
|                              | Based on the description of this position, can you demonstrate or describe how you would perform the following job related functions.  
|                              | (Acceptable if interviewer has thoroughly described the position.)  
|                              | Do you need an accommodation to perform this job?  
|                              | (This question may only be asked after a job offer has been made.)  
|                              | Are you willing to undergo a pre-employment physical exam and/or drug test?  
|                              | (If all candidates are required to
| Information about disabilities or health conditions that do not relate to job performance. | undergo the same tests) |
| Do you understand that any offer of employment is conditional based on the results of a pre-employment exam or drug test? |
| The results of such (pre-employment physical) exam will be kept strictly confidential except that (1) medical or safety personnel may be informed if emergency medical treatment is required, and (2) supervisors and managers may be informed regarding any necessary accommodations that may be made to your job duties because of the results of the medical exam. |

**Arrest Record**

Have you ever been arrested?

**Personal**

What is your sex?

What is your height and weight?

**Military**

If you have been in the military, were you honorably discharged?

Have you ever been convicted of _____? (A crime that is reasonably related to the performance of the job in question.)

Are you able to lift a 50-pound weight and carry it 10 yards? (If that will be part of the job for which you are interviewing).

In what branch of the Armed Forces did you serve?

What type of training or education did you receive in the military?